

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Request for a Letter of Development Rights Determination (LDRD)

Application Fee: \$2,209.00

Date of Submittal: ____/____/____
Month Day Year

Number of Permanent Residential Dwelling Units on Property: _____

Number of Transient Residential Units on Property: _____

Amount of Non-Residential (i.e. commercial, industrial) Floor Area on Property: _____

Property Owner

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Agent (if applicable)

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Legal Description of Property:

Block

Lot

Subdivision

Key

Real Estate (RE) Number

Alternate Key Number

Street Address (Street, City, State, Zip Code)

Approximate Mile Marker

Please list previous property owners' names:

APPLICATION

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership** (i.e. Warranty Deed);
- ☐ **Current Property Record Card(s)** from the Monroe County Property Appraiser;
- ☐ **Location map**;
- ☐ **Current photograph(s)** of all buildings on the site;
- ☐ **Water/Electric utility records** (indicating when service was initiated)

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If available:

- ☐ **Other records that indicate the existence of residential units or non-residential floor area** (i.e. records from other departments and agencies, boundary surveys, mobile home registrations, etc.)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.